

Starting a Business in Burgaw

The Town of Burgaw is home to many types and sizes of businesses. We encourage the entrepreneurial spirit, and would like to assist you with your business whether you are relocating, starting up a new business, or want to work from your home.

Before leasing, purchasing or up fitting a property, you should contact the Planning Department to discuss your plans. Please contact us at (910) 663-34451 or planning@townofburgaw.com to make an appointment with a planner.

Things to Consider:

- Where are you considering locating?
- Do you want to build a new structure?
- Do you plan to lease an existing building, suite, or office space?
- Are you thinking about working from your home?

Other Important Factors:

- Is the zoning of the location appropriate for the proposed business?
- Are there zoning conditions or site plan restrictions on the property where you wish to locate your business?
- Will a new site plan be required prior to construction, renovation or opening of the business?
- Are there building code restrictions within a building, suite, or office space that would limit your business operations?
- Will you need to renovate the interior and/or exterior of an existing building or space? If so, how long will the plan approval and renovations take?
- Will there be enough available parking on-site? If leasing, does the landlord guarantee a certain number of parking spaces per tenant space?
- Are there any system development fees to be paid for use of the water and sewer infrastructure?
- Are there requirements from other agencies, such as ABC permits for sale of alcoholic beverages or food safety permits/inspections from Pender County Environmental Health?

If your base of operations will be located within Burgaw or its planning jurisdiction, you will need a zoning permit for the site where your business will be based. The zoning permit ensures that the zoning district is appropriate for the use and that site issues such as parking, driveways, etc. will not have to be upgraded based on a change in use. If the business has changed, but the use hasn't, a zoning permit is transferred to you at no charge. However, you will have documentation of zoning compliance and will receive information on any conditions of the permit.

If you would like to operate your business out of your home, please contact the planning department for a home occupation permit that outlines the guidelines on home occupations.

These guidelines safeguard the residential character of the town's neighborhoods, while providing for residents' ability to operate legal home-based businesses.

Zoning Regulations

The Town of Burgaw has several zoning districts that allow a variety of commercial and office uses, but there are some restrictions. Contacting the planning department will help you target areas of town when looking for an office or storefront and will protect you from entering into a lease or sale on a property that is inappropriate in terms of zoning. Zoning regulations include issues such as the type of use, number of parking spaces, sidewalks, landscaping and signs allowed.

Building and Fire Inspections (910) 663-3455

It is also helpful to speak with the building inspector prior to leasing a building. He can provide information on any structural changes that will need to occur before you can occupy a building. He can also let you know if any impact fees will need to be assessed.

